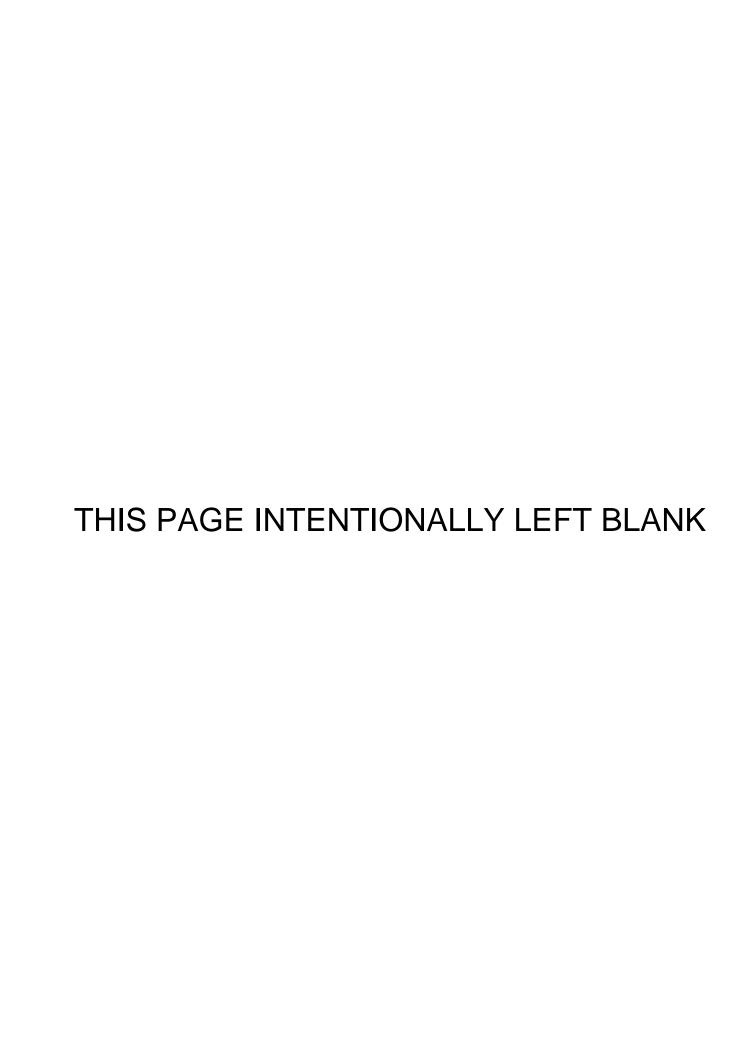
LOS ALAMITOS ARMY AVIATION SUPPORT FACILITY

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STANDARD OPERATING PROCEDURES



DEPARTMENT OF THE ARMY CALIFORNIA ARMY NATIONAL GUARD LOS ALAMITOS ARMY AVIATION FLIGHT FACILITY

4612 DOOLITTLE AVENUE, BLDG 913 LOS ALAMITOS, CALIFORNIA 90720

LAAASF-CR (95) 8 January, 2003

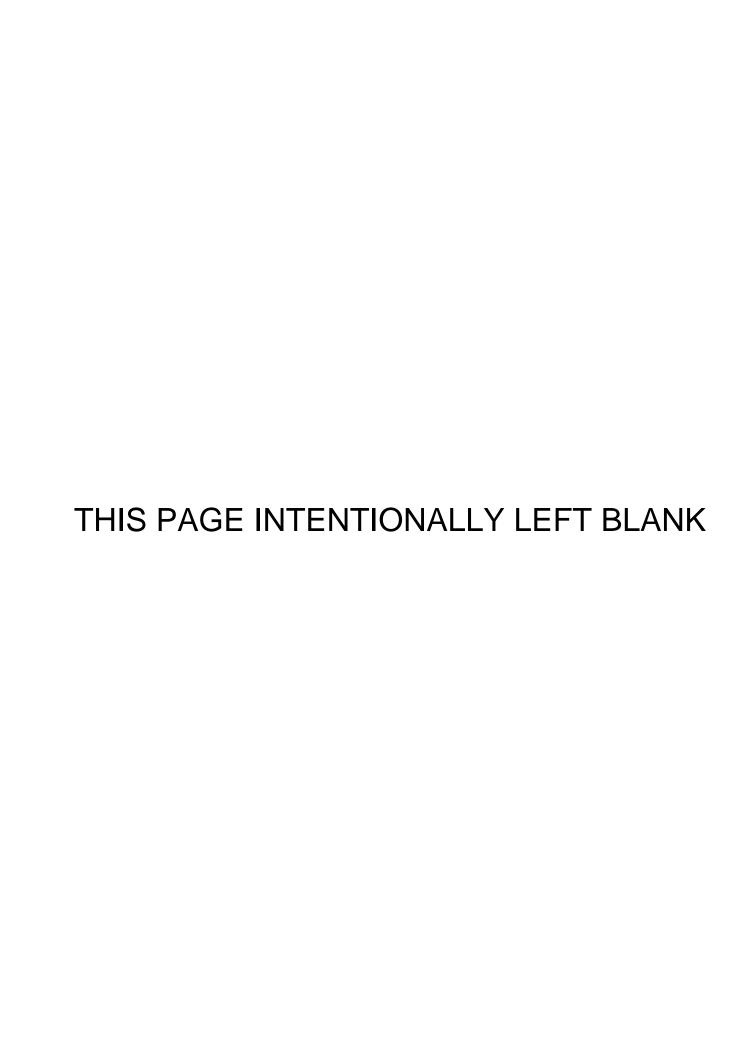
MEMORANDUM FOR RECORD

SUBJECT: Los Alamitos Army Aviation Flight Facility (LAAASF) Standard Operating Procedures (SOP)

- 1. This memorandum establishes the method for implementation, maintenance, and update of the LAAASF SOP.
- 2. The LAAASF SOP sets forth administrative and operations procedures necessary for routine daily business necessary to support assigned units and safely accomplish State or Federal missions outside the scope of supported units' capabilities.
- 3. A master (MS Word) copy of the SOP will be maintained by Operations and posted to the facility web site at http://www.calguard.ca.gov/aasf1 in Portable Document Format (pdf). The revision number indicated on the website should match the revision number on the document. If the posted revision number indicates a date later than the hard copy, the website revision takes precedence.
- 4. The Facility SOP is intended to be a "living" document in that it should reflect the changing needs and regulatory guidance necessary to accomplish our mission. In and effort to reduce reproduction costs and allow dynamic change, Individuals and sections are highly encouraged to print only those portions of the SOP necessary to accomplish specific tasks.
- 4. Questions or recommendations for improvement should be addressed to the respective POC for the specific section. Once implemented, official modifications will be integrated into the SOP and posted to the website with the appropriate revision date.
- 5. POC is the Facility Operations Officer at 562-795-1103 (DSN: 972-1103).

///ORIGINAL SIGNED/// M.A. LASCANO MAJ, AV, CA-ARNG Facility Commander

CF: CAAO Each Supported Unit Commander 40th Aviation Brigade Commander Each Facility Commander



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